

Mail In Review

Perform Mail In Review

What Is This Task:

A Mail In review is a form of Merit Review. Mail In reviews are performed remotely by the reviewers. Both Internal and External Reviewers experienced in the proposal's research area can perform Mail In Reviews. A Mail In review can be set up as either a Single Proposal review or a Proposal Group review.

Who Can Perform This Task:

The PM, PSS, and SBIR SS user roles can participate in the Mail In Reviews by choosing the task from their *Assigned* task queue.

1. From the *Tasks Summary Overview – List* page, find the Mail In Review task you want to work on. If necessary, you can click the **Search** link at the top of the page and perform a search.
2. Click the **View Tasks** link to go to the *Mail In Reviews – List* page.
3. Click the **Start Review** link in the *Options* column to go to the *Conflict of Interest Certificate* page.

Figure 1. Mail In Reviews - List Page

You are here: [Home](#) > [Tasks](#) > [Browse](#) > [General](#) []

Mail In Reviews - List

Search | Saved Searches

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Due In	Review Deadline Date	Proposal ID	PI	Institution Name	Review Status	Options
4 Days	08/10/2013	0000208031	Green, John	Xomas Technologies, L.L.C., Ypsilanti, MI	Not Started	Start Review
4 Days	08/10/2013	0000208106	Privetait, Bruce	Creare Incorporated, Hanover, NH	Not Started	Start Review
4 Days	08/10/2013	0000208077	Tammer, Olev	BioLite, Brooklyn, NY	Not Started	Start Review

Notable Page Elements

Element	Description
Start Review link	Under <i>Options</i> , click the Start Review link to begin the Mail In Review of choice.